

# RELEASE NOTES

## N-FOCUS Major Release

### JULY 9, 2007

A major release of the N-FOCUS system is being implemented on July 9, 2007. This document provides information explaining new functionality, enhancements and problem resolutions made effective with this release. This document is divided into five main sections:

**General Interest and Mainframe Topics:** All N-FOCUS users should read this section.

**Developmental Disabilities Programs:** N-FOCUS users who work directly with DD programs and those who work with the related Medicaid cases should read this section. Note: This section will only appear when there are tips, enhancements or fixes specific to Development Disabilities Programs.

**Foster Care Review Board:** N-FOCUS users with responsibility for Foster Care Review Board functions should read this section. Note: This section will only appear when there are tips, enhancements or fixes specific to Foster Care Review Board functions.

**Protection and Safety Programs:** N-FOCUS users with responsibility for Child Protective or Adult Protective Services should read this section. It will be noted when the information is specific to only one of these areas.

**Expert System:** All N-FOCUS users with responsibility for case entry for AABD/MED, ADC/MED, FSP, FW, IL, MED, and Retro MED should read this section.

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## GENERAL INTEREST AND MAINFRAME

### ALERTS

#### ***BENDEX BENEFIT ADJUSTMENT OR SUSPENSION (NEW)***

Two new alerts related to information from the Bendex interface will be created:

1. Alert #324 (Benefits Suspended) will be created when SSA benefits are suspended.
2. Alert # 325 (SSA Adjustment) will be created when SSA enters an adjustment due to a SSA overpayment or garnishment.

#### ***CHILD SUPPORT COLLECTIONS (NEW)***

New alerts related to information received from the CHARTS system have been created:

1. Alert #316 (Child Support Exceeds ADC Grant) will notify ADC workers when the total Child Support collections in a month exceed the amount of the ADC grant. An automated narrative entry will also be entered from this alert. If you receive this alert, check iCHARTS to determine whether or not it appears this income will be continuing. If the income is ongoing, add the Child Support to the Unearned Income task in N-FOCUS.

When running the calculate window, check the Child Support assigned box and select the calculate method of either actual or average only, then select the income to be used in the calculation.

Date Received	Amount	Adj Amount	Net Amount
07-01-2007	375.00	0.00	375.00
06-01-2007	375.00	0.00	375.00
05-01-2007	375.00	0.00	375.00

When the budget processes, it will compare the assignable Child Support income to the ADC budgetary need amount and the ADC budget will fail if the Child Support exceeds the grant.

KELLER, KITTY		ADC/MED	Regular
Resource Total	0.00	Unit Size	3
Resource Limit	6000.00	Budgetary Need	364.00
Earned Income	0.00	Compared to	
Earned Income Disregard	0.00	Child/Spousal Support	375.00
Child Care Disregard	0.00	Sanctioned Amount	0.00
Standard of Need	681.00	Recoupment Amount	0.00
Net Earned Income	0.00	Offset Amount	0.00
Result	681.00	Overpayment Amount	0.00
Compared to		Authorized Amount	0.00
Payment Standard	364.00	Allocation Out Amount	0.00
Lower Amount	364.00	Creation Date	07-09-2007
Unearned Income	0.00	Resource Test:	Pass
Allocation In Amount	0.00	Income Test:	Fail
Deemed Income	0.00	*Child Support Greater Than Need*	
Budgetary Need	364.00		

2. Alert #317 (Child Support Exceeds URA) will display to ADC or IL workers when the total Child Support collections in a month exceed the total Unreimbursed Assistance (total ADC or IL payments less Child Support payments collected). An automated narrative entry will also be created from this alert.

### ***EXPEDITED FSP ACTION DATE (NEW)***

Alert #321 (Expedited FSP) will notify workers responsible for FSP program cases when there is an expedited FSP case.

The alert will display the date that action on the case is due.

**This alert cannot be cleared until action is taken.**

The alert displays in overdue status if action is not taken by the due date.

The screenshot shows the 'N-FOCUS - Detail Position Alert' window. The 'Position' section lists 'Office CHADRON' and 'Number 0029' for 'JACKIE B NIMBLE'. The 'Alert' section shows 'MC # 647', 'Alert # 321', 'Type FSP', 'MC Name FSP, FLIP', 'Name FSP, FLIP', 'Program FSP', 'Source Id DSSZ935', 'Due Date 04-04-2007', 'Status OVERDUE', and 'Display Date 07-16-2007'. A red arrow points to the 'Due Date' field. The 'Alert Description' section contains the text: 'EXPEDITED FSP' and 'FLIP FSP IS INDICATED TO BE EXPEDITED AND BENEFITS MUST BE PROCESSED ON OR BEFORE 04-04-2007'.

### ***PUBLIC ASSISTANCE REPORTING INFORMATION SYSTEM (NEW)***

Alert #326 (Military Pay) will be created based on information from the Public Assistance Reporting Information System (PARIS). There were previously some Veterans Administration alerts created through this interface. This is being expanded to include matches on persons receiving retired military benefits, retired civil service benefits, military reserve pay, or civilian employee pay.

### ***PENDING SSI CLAIM DENIED (NEW)***

You will now receive alert #322 (SSI Claim Denied) when the SDX interface shows that a pending SSI claim was denied.

### ***VITAL STATISTICS DIVORCE INFORMATION (NEW)***

The Vital Statistics interface is now providing divorce information and N-FOCUS will create corresponding alerts. Alert #319 (Divorce Lead) will be created when a match occurs on either SSN only, SSN and name, or SSN and date of birth. This alert is considered a lead as it cannot be determined if this is an exact match with the person on N-FOCUS. Alert #320 (Divorce Verified) will be created when a match occurs on SSN, name, and date of birth. When you receive this alert, the divorce is considered verified. An automated narrative entry will be created from alert #320.

## **CASE CHECK-IN/OUT**

### ***MASTER CASE NOT LOCKED FOR ADMINISTRATIVE ROLE PERSONS (NEW)***

Prior to this release, when a master case was checked out and a program case contained a person with an administrative role (either active or closed), any other master case that contained the same person was locked from being checked out. This became a problem because there are various staff persons of organizations entered with an administrative role on numerous master cases.

Persons involved in a case only as an administrative role will no longer be locked when the master case is checked out. This will allow multiple master cases to be checked out at the same time even if they contain the same administrative role person.

## **CASE MAINTENANCE**

### ***WAIVER AND PASS CASES CLOSING IN ERROR (FIX)***

A problem was discovered with waiver and PASS program cases. When a CFS case was closed on the same master case, the waiver or PASS program case would also close which may not have been appropriate. This is now fixed.

### ***PROCESSING OF DD PROGRAM CASES (TIP)***

If you have not been specifically assigned by DD Administrative staff to handle DD program cases, please **do not** take any action on a DD case. N-FOCUS is designed to automatically handle DD programs that are related to Medicaid eligibility. SSWs are not typically aware of DD related policies. There may be instances where the DD program does not close as you might expect it to. Please communicate with the DD staff when closing a Medicaid case and or if you have any questions about DD programs.

## **CC ELIGIBILITY**

### ***CHILDCARE FEE AND SLIDING FEE SCHEDULES (CHANGE)***

The CC Fee and Sliding Fee schedules have been updated with the 2007 Federal Poverty levels.

## **CLAIMS**

### ***CLAIM ITEMS PER CLAIM LIMITED (CHANGE)***

The number of lines (claim items) per claim are now limited to 15. You will receive a message prompting you to start a new claim after 15 lines have been entered.

## **CORRESPONDENCE**

### ***AGENCY NAME CHANGE PROCESS (CHANGE)***

With this release, most correspondence created online will have the change in agency name from HHSS to DHHS. Other items created through the batch program will be updated in phases until all pieces have the correct agency name.

### ***CMAP ELIGIBILITY REVIEW FORM ENHANCEMENTS (CHANGE)***

The following enhancements were made to the Eligibility Review form for Kids Connection/Children's Medical:

- ✓ Due by date will be calculated 20 days from the date of notice
- ✓ Statement added to Sections 3, 4 and 6 to "Provide Proof"
- ✓ Comment section added to Section 5 "Provide Proof of Wages"
- ✓ Page numbers added at footer along with statement to "See Reverse side"
- ✓ Signature line will be more prominent

### ***EF/FSP REFERRAL AND COMMUNICATION (WP-FS-1) (FIX)***

A problem was discovered with the client address on the WP-FS-1. When the client address has more than one line, the city, state, and zip code are getting cut off. This will be fixed effective **July 19, 2007**.

### ***EF STATUS CHANGE REPORT (WP-3) (FIX)***

The problem with the EF Status Change Report (WP-3) in which the wrong master case name displayed in certain situations has been fixed.

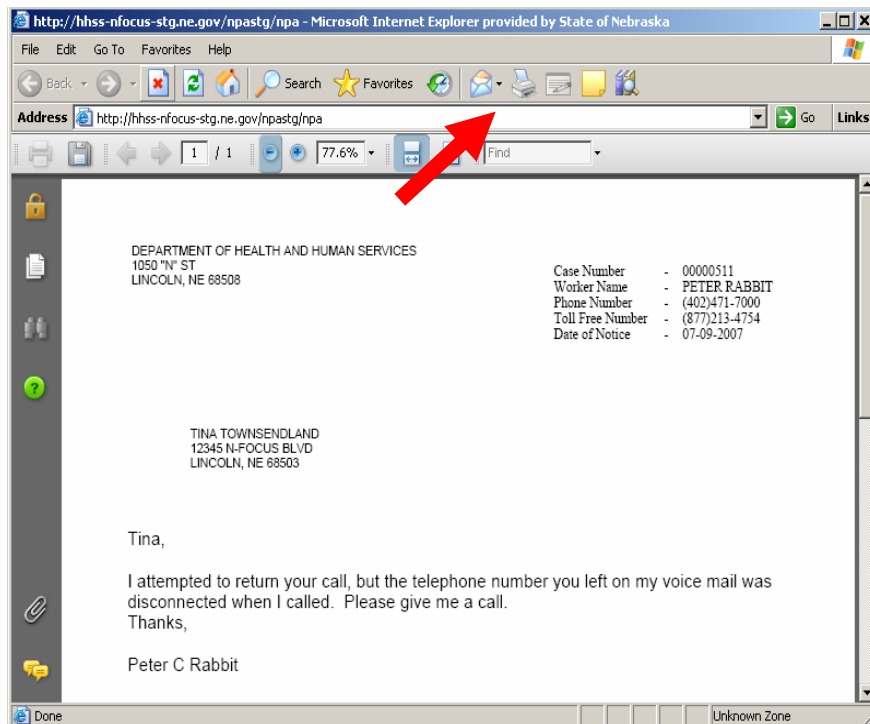
### ***QUARTERLY REPORT FORM COMMENTS (CHANGE)***

A space for comments has been added to the Quarterly Report Form (QRF).

### ***PRINT PREVIEW WEB BROWSER (TIP)***

The Print Preview window will now open in a standard web browser window. The standard browser window contains a Print icon option. While in Print Preview, however, you will not be able to print the correspondence through this icon.

If you wish to print the correspondence you are viewing in Print Preview, close the Print Preview window and print it through the Detail Correspondence or List Correspondence window.



## **DEMOGRAPHICS**

### ***AGE CHECK ADDED TO PREGNANCY (NEW)***

A notification message will now appear when attempting to add a pregnancy to someone age 16 or younger. There have been numerous instances of pregnancies added to children. You will still be able to add the pregnancy if the message appears, it is just intended to alert you to the fact that it may be the wrong person.

## **EBT CARDS**

### ***ICC AVAILABLE FOR CLIENT QUESTIONS (TIP)***

Most Nebraska Food Stamp recipients do not have difficulty navigating the JP Morgan EBT Client Customer Service Line (877-247-6328). On occasion some problems are encountered and clients call their case worker for help. Workers should direct clients to call the Issuance and Collection Center (ICC) for assistance toll-free at 800-359-6445. Workers should not call the JP Morgan EBT Client Customer Service Line.

When Nebraska changed from Food Stamp coupons to EBT, the Food Stamp toll free line operated by ICC was retained so that local office staff would not be burdened with having to troubleshoot client EBT problems. ICC staff are familiar with EBT operations and know whom to call to obtain answers to client EBT questions. You are also reminded that specific EBT questions and answers are available in the EBT Policy Log.

The most common client EBT questions/problems encountered are:

1. How to cancel an EBT card
2. How to change an EBT card PIN
3. How to correct wrong information on the EBT system (most often an incorrect date-of-birth for the client)
4. Questions about receiving the EBT card in the mail
5. Other problems (such as language issues) with the JP Morgan EBT Client Customer Service Line

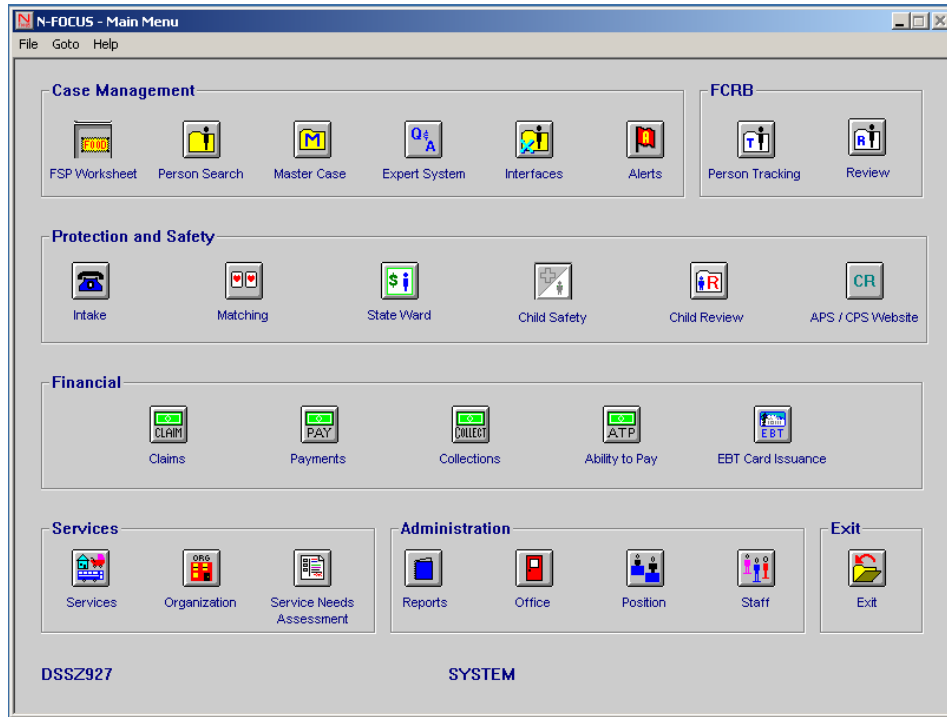
Questions from stores accepting EBT benefits should be directed to Kathi Tiede at 402-471-8221.



## MAIN MENU

### *ICONS ADDED (NEW)*

The Main Menu has a new look as a result of several new icons being added and others moved. Protection and Safety workers should note that the Child Safety icon is disabled until the Safety Model changes are implemented in September.



## MASTER CASE HISTORY

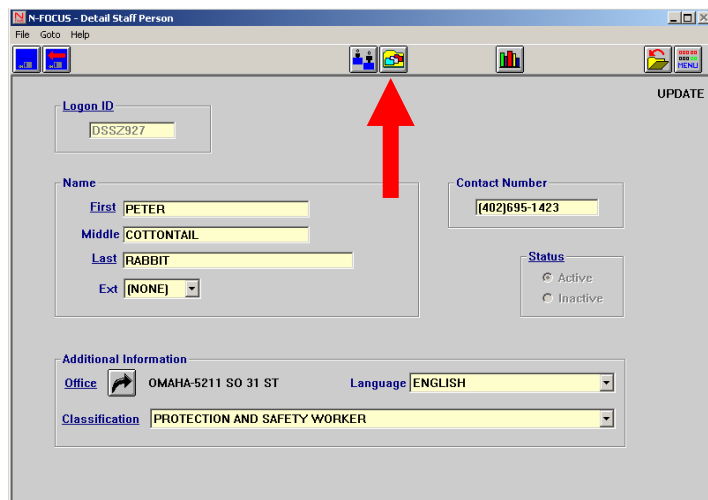
### *DETAIL ACTIVITY WINDOW LIST OF ALL MASTER CASES VIEWED (NEW)*

A new Detail Activity window is available and will list all master cases you have viewed for that day. To get to this new window:

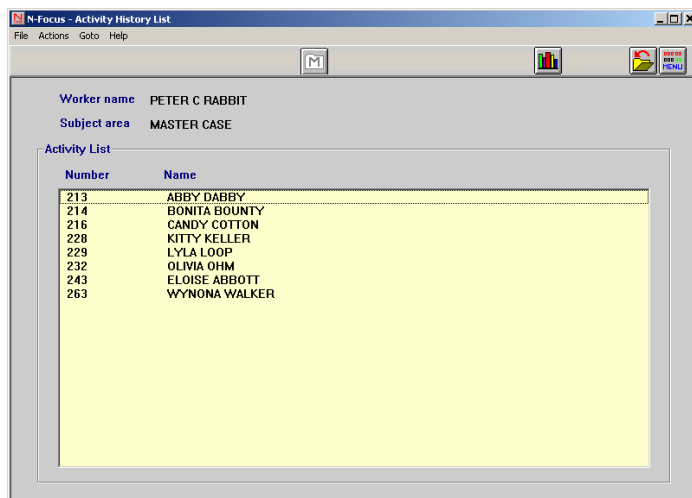
Navigate to your Detail Staff Person window off the Main Menu.

Select the Detail Activity icon.

Result: The Activity History List window displays.



The window will display all master cases you have viewed for the day. The list is sorted by the master case number.



## N-FOCUS AVAILABILITY

### *WORKING IN N-FOCUS AFTER HOURS (TIP)*

If you attempt to work in N-FOCUS after 8:00 pm (Central Time), please be aware that Batch processes are running. Batch processing can lock up certain functions in N-FOCUS and you may receive errors and/or lose data. If this happens, wait a few minutes and try again. Also be aware that the HHS Help Desk and N-FOCUS Production Support staff are not available for assistance after 6:00 pm.

## N-FOCUS DEMONSTRATIONS WEB SITE

### *CHILD REVIEW DEMONSTRATIONS AVAILABLE (NEW)*

The N-FOCUS Demonstrations web site will have the following Child Review demonstrations effective **7/16/2007**:

- Add a Child Review (CR)
- Prepare, Print and Export Child Review (CR) Reports
- Search for and View a Child Review (CR)
- Update a Child Review (CR)

The URL is <http://www2.hhs.state.ne.us/webhelp/NFOCUS/Captivate>.

This web site contains links to presentations that demonstrate N-FOCUS functionality. These demonstrations can be used for training on new functionality, refreshers on existing functions, supplements to Help topics, etc. It is recommended that you create a Favorite with this URL on your browser.

Please refer to the March 12, 2007, Major Release Notes for tips on viewing N-FOCUS Demonstrations.

***LINK AVAILABLE FROM HELP (NEW)***

Beginning with the July 9, 2007, release, the N-FOCUS Demonstrations web site can be accessed from within N-FOCUS Help. From N-FOCUS Help, the paths are: How To, Contents tab, Access N-FOCUS Demonstrations.

In addition, the N-FOCUS Demonstrations web site has a new look. Demonstrations are listed by topic and by N-FOCUS release date. The release date view only displays demonstrations related to functionality in N-FOCUS releases dated March 12, 2007, and later. The topic view displays all topics regardless of release date.

**PAYMENTS**

***NIS NUMBER ADDED TO SEARCH PAYMENT WINDOW (NEW)***

You will now be able to search for Payments on the Search Payment window using the NIS warrant number.

**POLICY QUESTIONS**

***CONTACT INFORMATION FOR POLICY (TIP)***

Questions related to program policy may be telephoned in to 1-800-685-5456. You may also email your question by putting the words "policy questions" in the 'To' field of a Lotus Notes email.

**REPORTS**

***ONLINE N-FOCUS REPORTS OVER FIVE YEARS OLD PURGED (NEW)***

All N-FOCUS reports over five-years-old have been deleted. This does not include crystal reports, but timeframes for purge and archive are being developed for these reports as well.

**REVIEW/RECERTIFICATION**

***EF CASES WILL NOT DISPLAY (CHANGE)***

EF cases will no longer display in the Review/Recert window.

## SANCTION SUMMARY

### *SANCTION SUMMARY ON DETAIL MASTER CASE WINDOW (NEW)*

A new Sanction Summary window is available from the Detail Master case window to view current sanction information for master case persons. The Sanction Summary is available through the new Sanction Summary icon off the Detail Master Case window. The icon will be enabled if any master case person who is "In Household" has a sanction or CSE non-cooperation. The icon will also be enabled if a person has a sanction or CSE non-cooperation even if they are "Out of Household" but have an active, pending, spenddown, or premium due status in a program case.

Select the Sanction Summary icon to flow to the Sanction Summary window.

**Master Case**

Name: JOHN JONES  
Number: 31  
Office: LINCOLN

**Master Case Persons**

Last	First	MI	Ext	SSN	Birth Date	Household Status	Begin Date	Unborr
JONES	JANE			122-12-1212	03-03-1923	In HH	04-01-2007	
JONES	JOHN			132-22-6954	06-06-1923	In HH	03-01-2006	

**Program Cases**

Program	Assistance	Case Name	St	Stat	Beg Dte	Program ID
AABD/MED		JONES JOHN	AC		08-01-2007	91124083
FSP		JONES JOHN	AC		09-01-2007	6860805
MEDICAID		JONES JOHN	CL		08-01-2007	95092468
AABD/MED		JONES JANE	DE		09-01-2007	32803683

Highlight the person you are inquiring about and that person's sanction information will display.

**Master Case Persons**

Last	First	MI	Ext	SSN	Birth Date	Household Status	Begin Date	Unborr
JONES	JANE			122-12-1212	03-03-1923	In HH	04-01-2007	
JONES	JOHN			132-22-6954	06-06-1923	In HH	03-01-2006	

**Sanctions**

Type	Detail	Begin Date	End Date
Fail Comply FSP		08-01-2007	08-31-2007
Work Req 3 FSP	Refused Job Offer	10-01-2006	02-28-2007

**CSE Non-Cooperation**

Begin Date	Beg Rcvd Dt	End Date	End Rcvd Dt	Sanction Code	Charts ID

## **FOSTER CARE REVIEW BOARD**

### **WINDOWS**

#### ***WINDOW ENHANCEMENTS (CHANGE)***

The following FCRB window changes have been made:

- Detail FCRB Review window: Birthdate and SSN now display, asterisks added to fields, informational statement added at the bottom of the window and the tab order has changed.
- List Detail FCRB In Care window: Birthdate and SSN now display, asterisks have been removed from fields, and a new informational statement was added at the bottom of the window.
- List Detail FCRB Relationship window: Birthdate and SSN now display and a new informational statement has been added at the bottom of the window.
- FCRB Court Information window: Birthdate and SSN will display, asterisks will be removed from all fields, the informational statement at the bottom of the window will be changed and the tab order will be changed.
- Detail FCRB Person Tracking window: Text entered in the notes field is currently not displaying when accessing the window from Person Detail. This problem will be fixed.
- FCRB Services to Child window: New codes have been added for Reasons Entered Care, Later Disclosed Conditions and Disabilities Diagnosed.
- FCRB Recommendation Report window: New Barrier codes have been added.

## PROTECTION AND SAFETY

### APS CENTRAL REGISTRY/CPS TRACKING SYSTEM

#### *APS CENTRAL REGISTRY AND CPS TRACKING SYSTEM COMBINED (CHANGE)*

The Adult Protective Services pre-N-FOCUS Central Registry has been combined with the CPS Tracking system also known as C1 Register or CPS Legacy into a single web site. This allows users to conduct all searches for abuse and neglect reports in one location. APS users will notice a new look to the windows as they have moved to a standard Internet Explorer browser window. Navigation is also somewhat different.

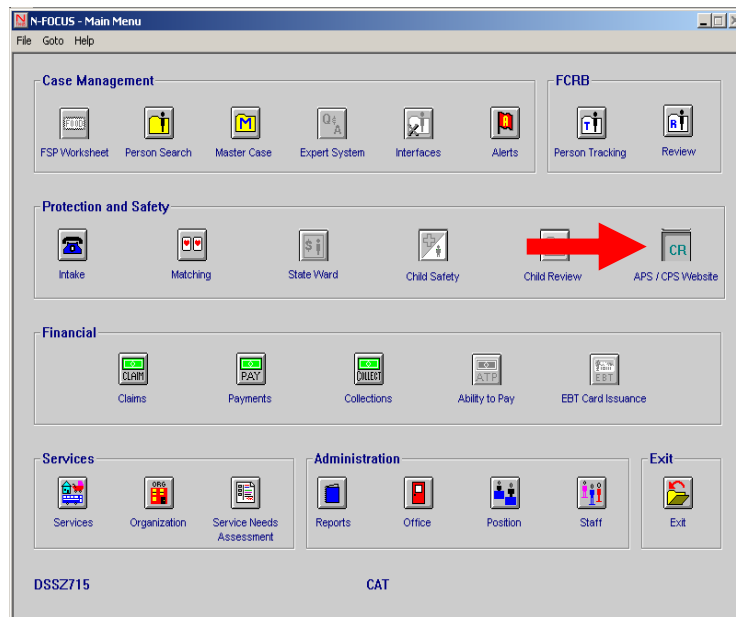
Information that was found in several different CPS C1 windows has now been consolidated into one screen. Not all of the information on C1 is displayed in the new web site, but as per feedback and assistance from users, the most crucial information is included. The total information has been backed up and saved for possible future reference if needed.

Please note that CPS C1 jobs will not be available after December 31, 2007. Effective with this release, no updates will be made to the C1 jobs.

You will now be able to access this functionality from the N-FOCUS Main Menu as well as the through the Person Detail window.

From the Main Menu, select the teal colored 'CR' icon in the Protection and Safety group box.

Result: The APS Registry/CPS Tracking System Legal Notice window appears.



## July 9, 2007 Major Release Notes

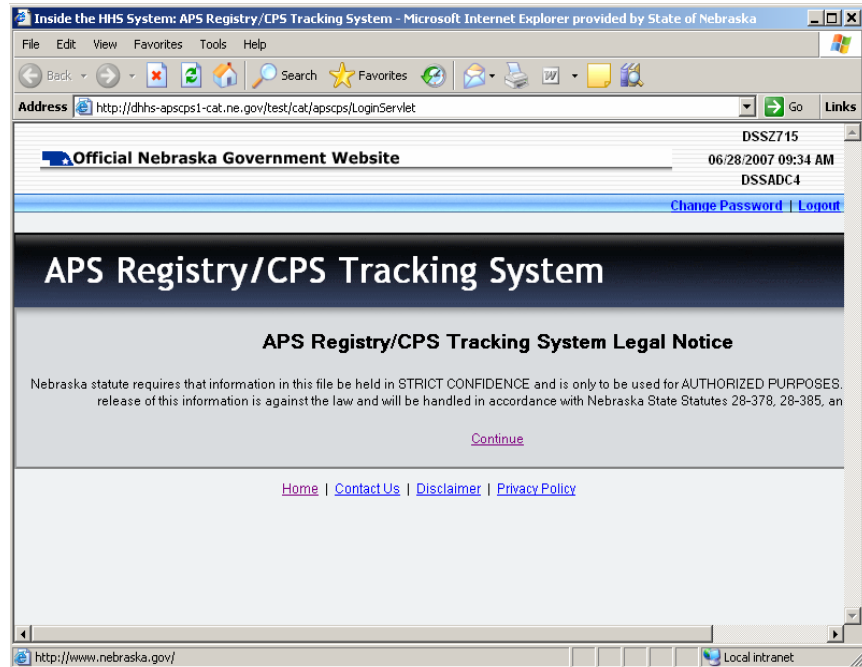
Click Continue.

Result: The Search window appears.

Depending on your security level, you may search by perpetrator, victim, CPS report number, or APS case ID.

Select your search criteria by clicking in the appropriate radio button.

Enter the identifying information depending on your search (name, SSN, CPS report number, or APS case ID number) and select the Search button.

A screenshot of the search interface within the APS Registry/CPS Tracking System. The page header is identical to the previous screenshot. The main heading is "APS Registry/CPS Tracking System". Below it is a "Search" button. The search area is titled "Search by Name or Case ID Number" and "Enter Search Information". It features a "Search by:" section with four radio buttons: "Perpetrator", "Victim", "CPS Report Number", and "APS Case ID". The "Perpetrator" radio button is selected. Below this is a sub-section with "Search by:" and two radio buttons: "Last Name" (selected) and "SSN". There are input fields for "Last Name" (containing "Smitname"), "First Name", and "SSN". A checkbox for "Phonetic search on Last Name" is present and unchecked. At the bottom of the search area are "Search" and "Clear" buttons. The same footer links are present.

NOTE: When searching for a CPS record by CPS report number, there is a checkbox that can be checked to search for a history report from the old C1 job 43 selection 33.

A close-up screenshot of the search form. It shows a text input field labeled "CPS Report Number" containing the value "123456789". Below it is a checkbox labeled "CPS History" which is checked.

Not all reports have a history report so it is recommended that you search leaving the box unchecked and then again checked to ensure you receive all data.

Result: The APS CPS List window appears.

This window displays a Role code column to identify if the person is a perpetrator (P) or victim (V). The APS CPS column will identify if the record is APS or CPS related.

Official Nebraska Government Website 06/28/2007 11:22 AM

Search List

APS CPS List

Last Name	First Name	MI	Sex	Birth Date	Role	APS CPS	Case	Date of Report	Case Status Determination	SSN
SMITNAME	BECKBLUE		F		P	APS		03-17-1992	02	
SMITNAME	CAMEBLUE		M		P	APS		01-17-1995	04	
SMITNAME	CARBLUE		F		P	APS		05-31-1995	15	
SMITNAME	CURTBUE		M		P	APS		01-07-1994	04	
SMITNAME	CYNTBLUE		F		P	APS		01-26-2004	10	
SMITNAME	DANABUE		F		P	APS		07-18-1995	06	
SMITNAME	DONIBUE		F		P	APS		12-23-1994	07	
SMITNAME	DONIBUE		F		P	APS		12-23-1994	07	
SMITNAME	DONIBUE				P	APS		02-08-1995	02	
SMITNAME	DONNBUE	R	M		P	APS		03-09-1993	02	
SMITNAME	DOUGLRED		M		P	CPS		03-20-1986		
SMITNAME	EDDIBUE				P	APS		01-20-1988	15	
SMITNAME	FAYBLUE		M		P	APS		03-19-1993	04	
SMITNAME	FRANBLUE				P	APS		02-22-1983	13	
SMITNAME	FRANBLUE				P	APS		02-09-1989	03	
SMITNAME	FRANBLUE				P	APS		01-25-1990	03	
SMITNAME	HAROBUE				P	APS		05-14-1993	08	
SMITNAME	HAROBUE		M		P	APS		11-16-1993	08	
SMITNAME	HAROBUE	P			P	APS		05-02-1994	08	
SMITNAME	JACKBLUE				P	APS		02-28-1981	03	

51 result(s) found, displaying 20 results, from 1 to 20. Page 1 / 3

NOTE: A CPS record that came from the old C1 job 43 selection 33 will have an 'H' at the end of the report number to indicate that this is a History report.

Official Nebraska Government Website 06/28/2007 11:22 AM DSS2927 DSSADC4

Search List

APS CPS List

Last Name	First Name	MI	Sex	Birth Date	Role	APS CPS	Case	Date of Report	Case Status Determination	SSN
SMITNAME	DOUGLRED		M		P	CPS		03-20-1986		
SMITNAME	KATHYRED		F		P	CPS	2486 H	03-20-1990		
SMITNAME	MARTHRED		F		P	CPS		03-20-1986		

3 result(s) found, displaying 3 results, from 1 to 3. Page 1 / 1

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Depending on your security, you may click on the case id to see more information.

The window shown here is a CPS record (see next window for an APS record example).

There are various other windows you can navigate to by clicking the tabs.

You may also navigate back to the List of records or the Search window by clicking the tabs at the very top of the page.

This is an example of an APS record. It contains all the data previously available, but in a more logical order.

Click the tabs to view more information about the case.

For persons with security to expunge a record, an expungement tab will also display. Once expungement data is entered, the tab will be visible to all users with access to the detailed information.

## INTAKE

### ***SEARCH INTAKE USING RECEIVED BY OFFICE OR SUPERVISOR (FIX)***

In a previous release, the capability to search for an intake using Received By Office and Received By Supervisor was implemented. It was discovered that if a worker

had been assigned to two or more offices, the Received By office may be incorrect on the List Intake window. In addition, an intake was appearing on the List Intake window twice. These problems have been corrected.

The system now uses the Intake Received Date to determine which office the person receiving the intake was assigned to at that time and that is the office that will be reflected. The Received By Supervisor is the current supervisor (at the time of the search) for the position that received the intake. There should no longer be any duplicate intakes on the search list and the same intake should not be reflected for more than one office.

### ***DETAIL INTAKE WINDOW ENHANCEMENTS (CHANGE)***

The following changes have been made to the Detail Intake window:

- The cursor placement when entering the window will now begin at the Intake Received Date field.
- The Time field will now be blank when you first enter the window. You will manually enter the time. It is important to accurately record the time the intake was received as this will be used with the new Safety Assessment that will be implemented in a future N-FOCUS release.
- The Local Assigned Office on the Detail Intake window may now be updated through the Assignments icon after the intake is initially saved. Previously, the intake had to be reopened to change the assigned office. When the assignment is updated, the Local Assigned Office will be the office where the assigned worker is located.

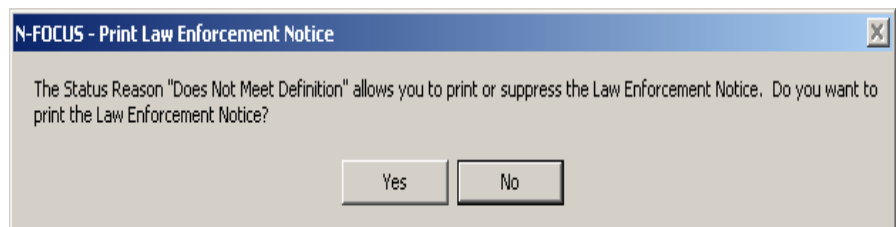
## **APS SPECIFIC TOPICS**

### **INTAKE**

#### ***LAW ENFORCEMENT NOTICE PRINTING AUTOMATICALLY (CHANGE)***

The APS Law Enforcement Notice will no longer automatically print when the status reason is "Does Not Meet Definition." You will still have the option to print if desired.

A message window will appear. Select 'Yes' if you want to print the notice. Select 'No' if you do not want to print the notice.



### **NARRATIVE**

#### ***APS NARRATIVE ENHANCEMENTS (NEW)***

The following enhancements have been made to APS narrative:

- ✓ Occurrence Date field added
- ✓ Unlimited text entry
- ✓ Short Description field converted to drop-down list of Subjects and Items established by APS program and policy staff

- ✓ Narrative finalized after 30 days rather than overnight if not finalized by the worker

The enhancements to APS Program Case Narrative resemble the CFS program case narrative model. With the new narrative model, workers will be allowed to enter as much information as they need and it will be retained and displayed as a single narrative entry.

The Occurrence Date field will default to the current date on any new narrative entries. The date should be changed to the actual occurrence of the incident your narrative pertains to if it occurred on a date other than the current date.

### ***APS Program Case Narrative Conversion***

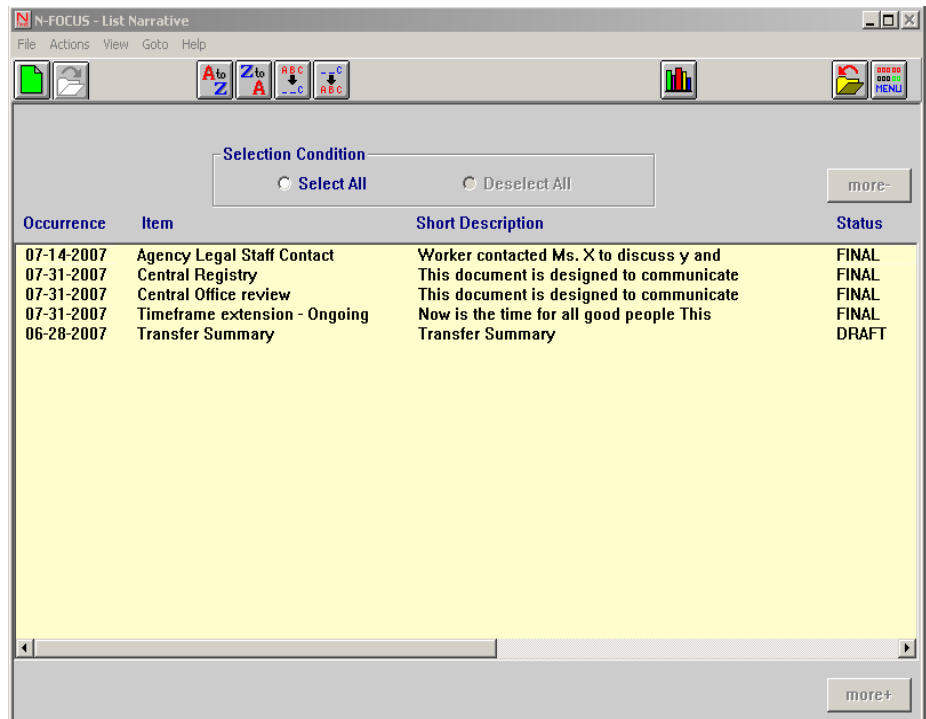
Occurrence Date on converted narratives from the old narrative model will be set to the processing date for the July Release: 07/07/2007 or 07/08/2007 (depending on whether the run completes before or after midnight). Leaving that date as is will indicate that this particular instance of narrative was automatically converted on that date. If desired, however, you will have a short period of time to change the date to reflect the actual date of occurrence.

A narrative remains in Draft status until the worker finalizes it or the system will automatically finalize it after the 15th of the month immediately following the 30th day after data entry. Narratives converted in draft status will remain in draft status until the batch run on the 15th of July if the entry occurred prior to June 15th.

APS narratives created since the standardized headings, will retain the old Subject and a default Item associated with that subject. If you have an open case that you want to use another Item entry for, you will be able to change the narrative prior to July 15th when the batch run is made that will finalize any draft narratives created more than 30 days previously.

If there is only one instance of narrative converted clicking on the Narrative icon will take you directly into the Detail Narrative window.

If more than one instance is converted the List Narrative window displays.

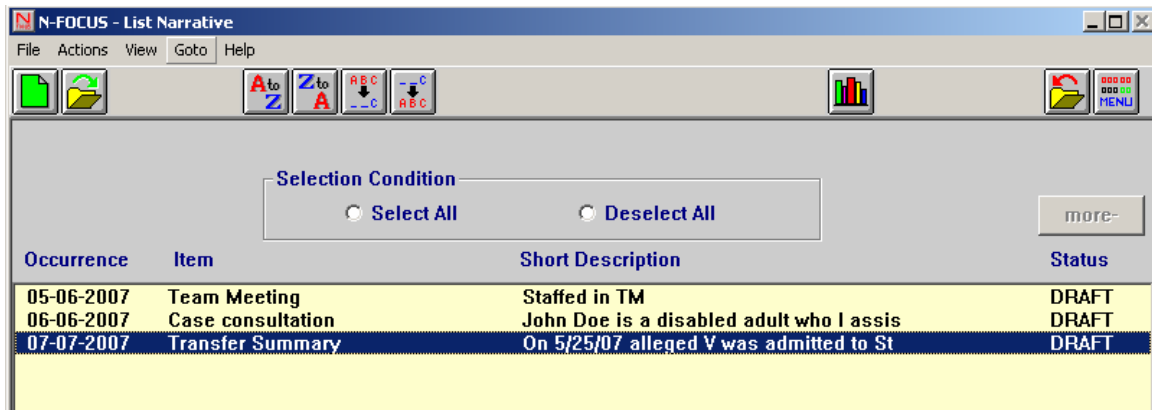


The screenshot shows the 'N-FOCUS - List Narrative' window. It has a menu bar (File, Actions, View, Goto, Help) and a toolbar with icons for file operations and data manipulation. Below the toolbar is a 'Selection Condition' section with radio buttons for 'Select All' (selected) and 'Deselect All', and a 'more-' button. The main area is a table with four columns: Occurrence, Item, Short Description, and Status. The table contains five rows of data. At the bottom right, there is a 'more+' button.

Occurrence	Item	Short Description	Status
07-14-2007	Agency Legal Staff Contact	Worker contacted Ms. X to discuss y and	FINAL
07-31-2007	Central Registry	This document is designed to communicate	FINAL
07-31-2007	Central Office review	This document is designed to communicate	FINAL
07-31-2007	Timeframe extension - Ongoing	Now is the time for all good people This	FINAL
06-28-2007	Transfer Summary	Transfer Summary	DRAFT

APS program case narratives created prior to the November 2006 N-FOCUS release may have had headings from the generic list in use prior to the time that APS narrative standards were put in place and incorporated into N-FOCUS. Narrative entries then were infrequent as the security standards had not yet been put in place and workers were advised not to enter APS program case narrative into N-FOCUS by their policy administrators.

Any narrative that was entered during that period was retained and converted. Those items were converted with an automated Item and Short Description entry of Transfer Summary which becomes the actual first line of narrative once you have accessed the Narrative Detail (see picture below).



## CPS SPECIFIC TOPICS

### ALERTS

#### ***APPROVED HOME CLOSED (NEW)***

RD workers will receive alert # 323 (Approved Home Closed) when an Approved Home is closed because no placements have occurred within 60 days.

#### ***CHILD SUPPORT (NEW)***

New alerts related to information received from the CHARTS system have been created:

1. Alert #317 (Child Support Exceeds URA) will display to ADC or IL workers when the total child support collections in a month exceed the total Unreimbursed Assistance (total ADC or IL payments less child support payments collected). An automated narrative entry will also be created from this alert.
2. Alert #318 (CHARTS Demographic Data) will display to CFS or JC workers when CHARTS updates the address, date of birth, or SSN for a parent of a state ward.

## CHILD REVIEW

### ***CHILD REVIEW MOVED FROM ACCESS DATABASE TO N-FOCUS (NEW)***

The Child Review that is completed monthly by select supervisors and administrators using an ACCESS database has been integrated into N-FOCUS. This integration allows for information to be more readily accessible. Review information will be updated weekly rather than monthly. The child's progress can be tracked as N-FOCUS builds history.

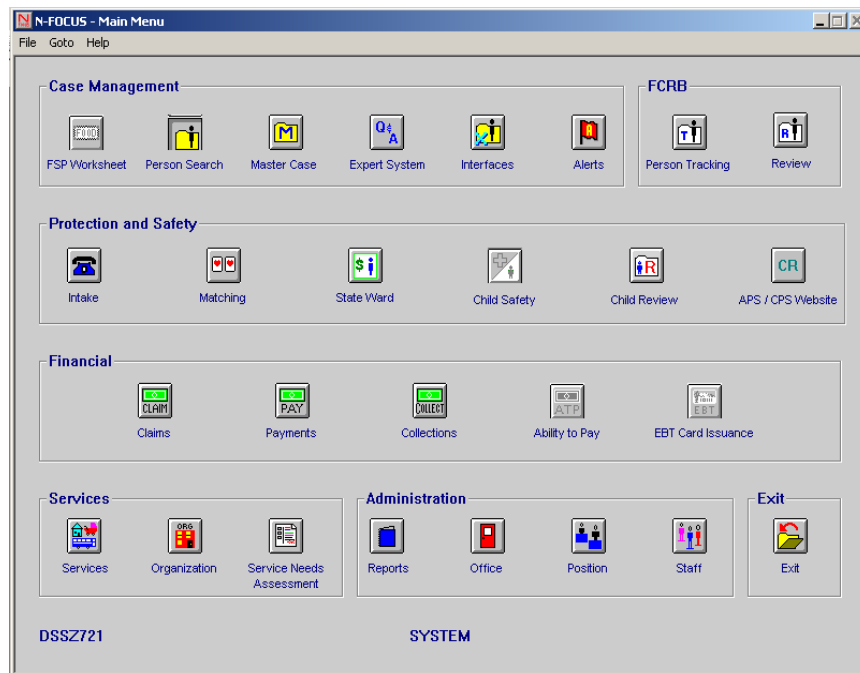
Information that was entered on the Access database will be converted into N-FOCUS. Entry of Child Reviews are made by a select group of Protection and Safety staff from each service area, but all Protection and Safety workers and supervisors will have access to view the information. The Foster Care Review Board will have access to Child Reviews for any ward placed Out of Home. Child Review reports will be available on the N-FOCUS Production Reports Infoview website.

To navigate to Child Reviews:

Select the Child Review icon in the Protection and Safety box off the Main Menu.

NOTE: You may also access a specific child's review by selecting the Child Review icon from the CFS Program Person Information button.

Result: The Search Child Review Selection window displays.



You may search by Service Area using the drop-down menu or by Office, Supervisor, or Worker using the out-select arrow. Only one search criteria is allowed.

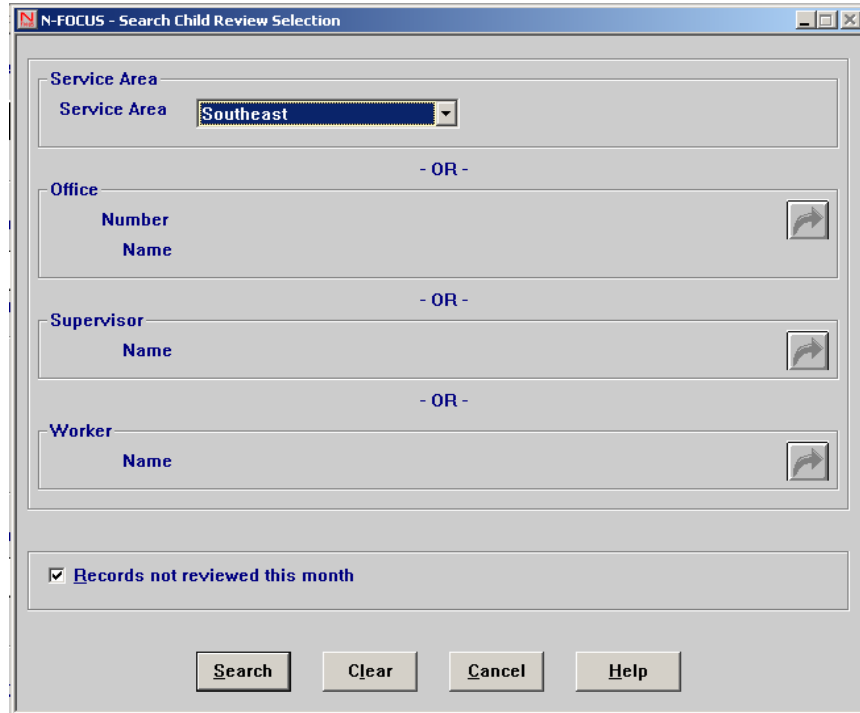
The check-box for Records not reviewed this month will default to being checked, but may be unchecked if desired.

Select your search criteria and then the Search button.

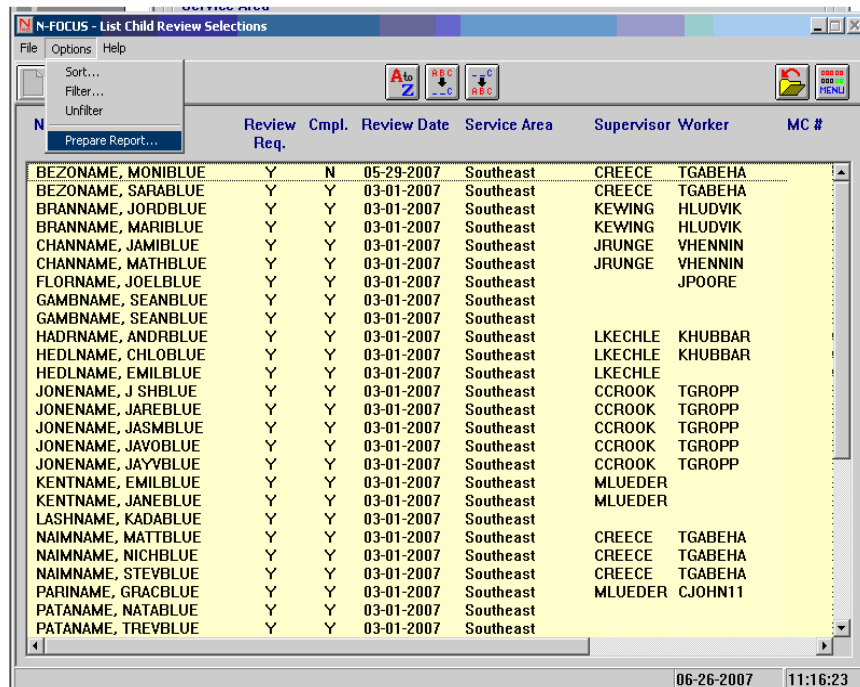
Result: The List Child Review Selections window displays.

This window displays the list of children reviewed based on the search criteria entered. The list may be Sorted and Filtered using the Sort/Filter icons.

Each review line has a column for the child's name, whether the review is required, whether the review is complete, review date, service area, supervisor, and worker assigned, master case, type of review, and begin date of the review.



The screenshot shows the 'N-FOCUS - Search Child Review Selection' window. It features several search criteria sections: 'Service Area' with a dropdown menu set to 'Southeast'; 'Office' with fields for 'Number' and 'Name' and an out-select arrow; 'Supervisor' with a 'Name' field and an out-select arrow; and 'Worker' with a 'Name' field and an out-select arrow. Each section is separated by a '- OR -' label. At the bottom, there is a checkbox labeled 'Records not reviewed this month' which is checked. Below the checkbox are four buttons: 'Search', 'Clear', 'Cancel', and 'Help'.



The screenshot shows the 'N-FOCUS - List Child Review Selections' window. It displays a table of child review selections. The table has columns for 'Review Req.', 'Cmpl.', 'Review Date', 'Service Area', 'Supervisor', 'Worker', and 'MC #'. The data is sorted by 'Review Date' in descending order. The table contains 24 rows of data, each representing a child's review. The status of each review (Required, Complete, Review Date, Service Area, Supervisor, Worker, and Master Case) is listed for each child.

Review Req.	Cmpl.	Review Date	Service Area	Supervisor	Worker	MC #
Y	N	05-29-2007	Southeast	CREECE	TGABEHA	
Y	Y	03-01-2007	Southeast	CREECE	TGABEHA	
Y	Y	03-01-2007	Southeast	KEWING	HLUDVIK	
Y	Y	03-01-2007	Southeast	KEWING	HLUDVIK	
Y	Y	03-01-2007	Southeast	JRUNGE	VHENNIN	
Y	Y	03-01-2007	Southeast	JRUNGE	VHENNIN	
Y	Y	03-01-2007	Southeast		JPOORE	
Y	Y	03-01-2007	Southeast			
Y	Y	03-01-2007	Southeast	LKECHLE	KHUBBAR	
Y	Y	03-01-2007	Southeast	LKECHLE	KHUBBAR	
Y	Y	03-01-2007	Southeast	LKECHLE	KHUBBAR	
Y	Y	03-01-2007	Southeast	CCROOK	TGROPP	
Y	Y	03-01-2007	Southeast	CCROOK	TGROPP	
Y	Y	03-01-2007	Southeast	CCROOK	TGROPP	
Y	Y	03-01-2007	Southeast	CCROOK	TGROPP	
Y	Y	03-01-2007	Southeast	CCROOK	TGROPP	
Y	Y	03-01-2007	Southeast	MLUEDER		
Y	Y	03-01-2007	Southeast	MLUEDER		
Y	Y	03-01-2007	Southeast			
Y	Y	03-01-2007	Southeast	CREECE	TGABEHA	
Y	Y	03-01-2007	Southeast	CREECE	TGABEHA	
Y	Y	03-01-2007	Southeast	CREECE	TGABEHA	
Y	Y	03-01-2007	Southeast	MLUEDER	CJOHN11	
Y	Y	03-01-2007	Southeast			
Y	Y	03-01-2007	Southeast			

The Type of Review identifies what reason the child was added to the review process:

## July 9, 2007 Major Release Notes

**15 of 22 Month** This status is applied by N-FOCUS. Child has been out of home for 15 of the last 22 months. These children will have a Y in the Review Required column.

**Back with Parent** This status is applied by N-FOCUS. Current placement is with parent and has been for 6 months or more. These children will have a 'Y' in the Review Required column.

**Never Removed** This status is applied by N-FOCUS. The child has not been removed from the home during the current ward status. These children will have a 'Y' in the Review Required column.

**Ward** The user created a review for a child that was a ward at the time the review was created. The ward did not meet criteria applied by the system. These children will have an 'N' in the Review Required column.

**Non-Ward** The user created a review for a child that was a non-ward at the time the review was created. The ward did not meet criteria applied by the system. These children will have an 'N' in the Review Required column.

Select Prepare Report from the Options drop-down menu to view the list in the Crystal Viewer and print it.

Child Review Selections List Records not reviewed this month								
Search Criteria								
Service Area: Southeast				Supervisor:				
Office:				Worker:				
Review Selections								
Name	Req.	Cmpl.	Review Date	Service Area	Supervisor	Worker	MC #	Type
BEZONAME, MONIBLUE	Y	N	05-29-2007	Southeast	CREECE	TGABEHA		Child Never Removed (IH) 11-01-2006
BEZONAME, SARABLUE	Y	Y	03-01-2007	Southeast	CREECE	TGABEHA		Child Never Removed (IH) 11-01-2006
BRANNNAME, JORDBLUE	Y	Y	03-01-2007	Southeast	KEWING	HLUDVIK		Child Never Removed (IH) 01-01-2007
BRANNNAME, MARIBLUE	Y	Y	03-01-2007	Southeast	KEWING	HLUDVIK		Child Never Removed (IH) 01-01-2007
CHANNNAME, JAMIBLUE	Y	Y	03-01-2007	Southeast	JRUNGE	VHENNIN		Child Never Removed (IH) 10-01-2006
CHANNNAME, MATHBLUE	Y	Y	03-01-2007	Southeast	JRUNGE	VHENNIN		Child Never Removed (IH) 10-01-2006
FLORNAME, JOELBLUE	Y	Y	03-01-2007	Southeast		JPOORE		Child Back With Parent (IH) 05-01-2006
GAMBNAME, SEANBLUE	Y	Y	03-01-2007	Southeast				15 of 22 Month (OH) 05-01-2006
GAMBNAME, SEANBLUE	Y	Y	03-01-2007	Southeast				15 of 22 Month (OH) 05-01-2006
HADRNAME, ANDRBLUE	Y	Y	03-01-2007	Southeast	LKECHLE	KHUBBAR		Child Back With Parent (IH) 05-01-2006
HEDUNAME, CHLOBLUE	Y	Y	03-01-2007	Southeast	LKECHLE	KHUBBAR		15 of 22 Month (OH) 11-01-2006
HEDUNAME, EMILBLUE	Y	Y	03-01-2007	Southeast	LKECHLE			Child Back With Parent (IH) 07-01-2006
JONENAME, J SHBLUE	Y	Y	03-01-2007	Southeast	CCROOK	TGROPP		Child Never Removed (IH) 05-01-2006
JONENAME, JAREBLUE	Y	Y	03-01-2007	Southeast	CCROOK	TGROPP		Child Never Removed (IH) 05-01-2006
JONENAME, JASMBLUE	Y	Y	03-01-2007	Southeast	CCROOK	TGROPP		Child Never Removed (IH) 05-01-2006
JONENAME, JAVOBLUE	Y	Y	03-01-2007	Southeast	CCROOK	TGROPP		Child Never Removed (IH) 05-01-2006
JONENAME, JAYVBLUE	Y	Y	03-01-2007	Southeast	CCROOK	TGROPP		Child Never Removed (IH) 05-01-2006
KENTNAME, EMILBLUE	Y	Y	03-01-2007	Southeast	MLUEDER			Child Back With Parent (IH) 05-01-2006
KENTNAME, JANEBLUE	Y	Y	03-01-2007	Southeast	MLUEDER			Child Back With Parent (IH) 05-01-2006
LASHNAME, KADABLUE	Y	Y	03-01-2007	Southeast				15 of 22 Month (OH) 10-01-2006
NAIMNAME, MATTBUE	Y	Y	03-01-2007	Southeast	CREECE	TGABEHA		Child Never Removed (IH) 11-01-2006



To open the latest review for the child, highlight the line and select the open icon.

To view the list of all reviews completed for the child, select the List Reviews icon or Ctrl+L.

Result: The List Child Reviews window display.

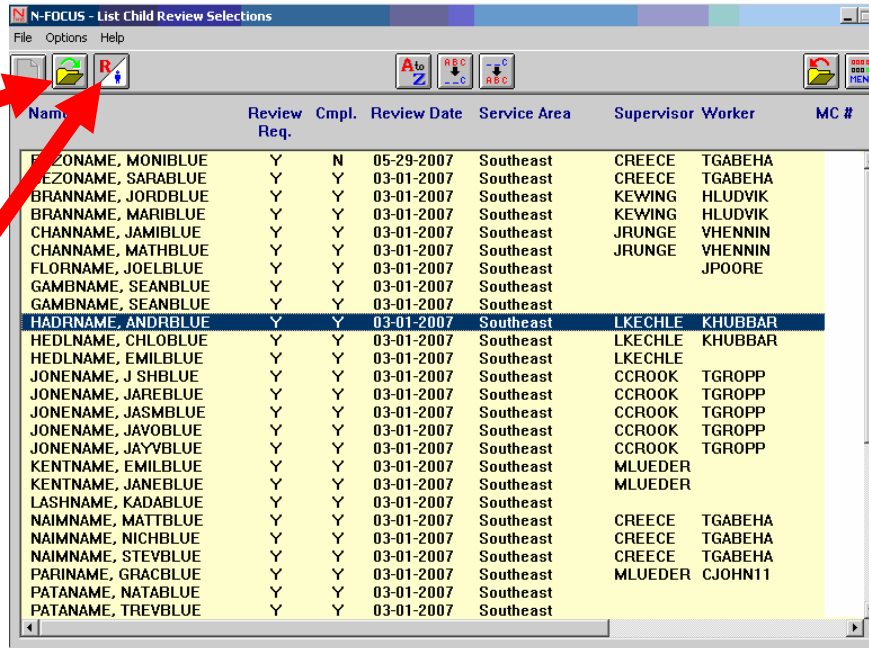
Double-click on the review line to open the specific review you wish to view.

Result: The Detail Review window displays.

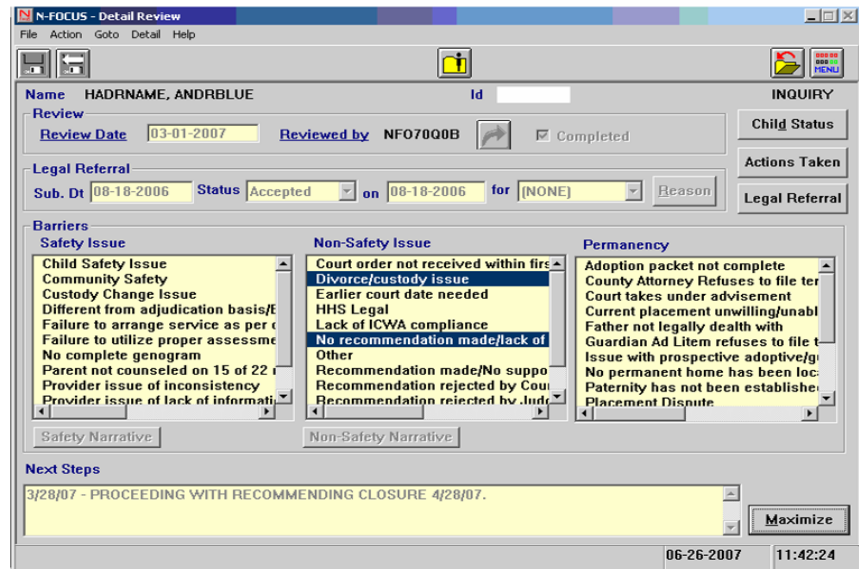
The Detail Review window will open in inquiry status for most users. No updates will be allowed in inquiry status.

The Review group box displays the review date, who completed the review, and whether the review is considered complete.

The information in the Legal Referral group box indicates if and when a Legal Referral associated with the child was sent to HHS Legal, the status of the referral, and the begin date of the current referral status.



Name	Review Req.	Cmpl.	Review Date	Service Area	Supervisor	Worker	MC #
FEZONAME, MONIBLUE	Y	N	05-29-2007	Southeast	CREECE	TGABEHA	
FEZONAME, SARABLUE	Y	Y	03-01-2007	Southeast	CREECE	TGABEHA	
BRANNAME, JORDBLUE	Y	Y	03-01-2007	Southeast	KEWING	HLUDVIK	
BRANNAME, MARIBLUE	Y	Y	03-01-2007	Southeast	KEWING	HLUDVIK	
CHANNAME, JAMIBLUE	Y	Y	03-01-2007	Southeast	JRUNGE	VHENNIN	
CHANNAME, MATHBLUE	Y	Y	03-01-2007	Southeast	JRUNGE	VHENNIN	
FLORNAME, JOELBLUE	Y	Y	03-01-2007	Southeast		JPOORE	
GAMBNAME, SEANBLUE	Y	Y	03-01-2007	Southeast			
GAMBNAME, SEANBLUE	Y	Y	03-01-2007	Southeast			
HADRNAME, ANDRBLUE	Y	Y	03-01-2007	Southeast	LKECHLE	KHUBBAR	
HEDLNAME, CHLOBLUE	Y	Y	03-01-2007	Southeast	LKECHLE	KHUBBAR	
HEDLNAME, EMILBLUE	Y	Y	03-01-2007	Southeast	LKECHLE	KHUBBAR	
JONENAME, J SHBLUE	Y	Y	03-01-2007	Southeast	CCROOK	TGROPP	
JONENAME, JAREBLUE	Y	Y	03-01-2007	Southeast	CCROOK	TGROPP	
JONENAME, JASMBLUE	Y	Y	03-01-2007	Southeast	CCROOK	TGROPP	
JONENAME, JAVOBLUE	Y	Y	03-01-2007	Southeast	CCROOK	TGROPP	
JONENAME, JAYVBLUE	Y	Y	03-01-2007	Southeast	CCROOK	TGROPP	
KENTNAME, EMILBLUE	Y	Y	03-01-2007	Southeast	MLUEDER		
KENTNAME, JANEBLUE	Y	Y	03-01-2007	Southeast	MLUEDER		
LASHNAME, KADABLUE	Y	Y	03-01-2007	Southeast			
NAIMNAME, MATTBBLUE	Y	Y	03-01-2007	Southeast	CREECE	TGABEHA	
NAIMNAME, NICHBLUE	Y	Y	03-01-2007	Southeast	CREECE	TGABEHA	
NAIMNAME, STEVBLUE	Y	Y	03-01-2007	Southeast	CREECE	TGABEHA	
PARINAME, GRACBLUE	Y	Y	03-01-2007	Southeast	MLUEDER	CJOHN11	
PATANAME, NATABLUE	Y	Y	03-01-2007	Southeast			
PATANAME, TREVBBLUE	Y	Y	03-01-2007	Southeast			



**N-FOCUS - Detail Review**

File Action Goto Detail Help

Name: HADRNAME, ANDRBLUE Id: [blank]

**Review**

Review Date: 03-01-2007 Reviewed by: NFO70Q0B [arrow] Completed: ☒

**Legal Referral**

Sub. Dt: 08-18-2006 Status: Accepted on 08-18-2006 for [NONE] Reason: [blank]

**Barriers**

**Safety Issue**

- Child Safety Issue
- Community Safety
- Custody Change Issue
- Different from adjudication basis/E
- Failure to arrange service as per c
- Failure to utilize proper assessme
- No complete genogram
- Parent not counseled on 15 of 22
- Provider issue of inconsistency
- Provider issue of lack of informati

**Non-Safety Issue**

- Court order not received within fire
- Divorce/custody issue
- Earlier court date needed
- HHS Legal
- Lack of ICWA compliance
- No recommendation made/lack of
- Other
- Recommendation made/No suppo
- Recommendation rejected by Cou
- Recommendation rejected by Jud

**Permanency**

- Adoption packet not complete
- County Attorney Refuses to file ter
- Court takes under advisement
- Current placement unwilling/unabl
- Father not legally death with
- Guardian Ad Litem refuses to file t
- Issue with prospective adoptive/g
- No permanent home has been loc
- Paternity has not been establishe
- Placement Dispute

**Next Steps**

3/28/07 - PROCEEDING WITH RECOMMENDING CLOSURE 4/28/07.

06-26-2007 11:42:24

The Barriers group box display barriers that prevent HHS from closing the CFS program case or make the child a non-ward.

Safety Issue-barriers that are causing or may cause the child to be unsafe.

Non-Safety Issue-general barriers not affecting safety or preventing permanency

Permanency-barriers that currently are or may in the future prevent the child from reaching permanency goals established by DHHS.



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The Next Steps narrative box will contain information regarding what actions will be taken to remove the barriers.

The Child Status push button will take you to the List Detail Child Review Status window. This window displays child/case status information. Highlight the status line and more detail will display on the bottom of the page.

Close the window to return to the Detail Review window.

**N-FOCUS - List-Detail Child Review Status**

Name: BASSNAME, SHIABLU Id: [ ] INQUIRY

Status	Effective Date
Awaiting court date	06-10-2007
Child is 16 or older; plan is independent living	06-07-2007
Other status	06-20-2007

**Detail**

Status: Awaiting court date [Add]

Effective Date: 06-10-2007 [Update]

Narrative: [ ] [Remove] [Maximize]

The Actions Taken push button will take you to the List Detail Child Review Action Taken window. This window displays actions that have been taken on the case for the specific child. Highlight an Action taken line and more detail will display on the bottom of the page.

Close the window to return to the Detail Review window.

**N-FOCUS - List-Detail Child Review Action Taken**

Name: BASSNAME, SHIABLU Id: [ ] INQUIRY

Action Taken	Effective Date
HHS legal filed a motion	06-25-2007
ICWA notification made	05-07-2007
Recommended discharge to the court	05-07-2007
Referral made to HHS legal	06-01-2007

**Detail**

Action: HHS legal filed a motion [Add]

Effective Date: 06-25-2007 [Update]

[Remove]

The Legal Referral push button will take you to the List Detail Child Review Legal Referral Action window.

This window displays information about Legal Referral Actions that have been taken on the case. Highlight a Legal Referral Action line and more detail will display at the bottom of the page.

Close the window to return to the Detail Review window.

Legal Referral Action	Effective Date	Completion Date	Court Action	Ne
Advice	06-07-2007			
Appeal Filed	06-07-2007	06-10-2007	Affirmative	07

Action: Advice		Add
Effective Date: 06-07-2007	Completion Date: 06-10-2007	Update
Court Action: [NONE]		Remove
Next Hearing Date: 07-05-2007		

At this time, there is no specific function to print the review, but this is scheduled to be implemented with a future release.

## FUNDING DETAIL

### *PERMANENCY REVIEW DATES (CHANGE)*

Information was received from the federal government indicating that Permanency Review dates should be done within 12 months from the date of placement or last review. N-FOCUS has been changed accordingly. For example, if the first removal/placement occurs 12-15-2007, the first Permanency Review will be required by 12-15-2008 (previously the Permanency Review would have been required by 11-30-2008).

Also, Permanency Reviews were being required for state wards receiving SSI. These children are not considered IV-E and Permanency Reviews will no longer be required. However, if SSI ends and the children otherwise meet IV-E criteria, Permanency Reviews will be required.

## LICENSING

### *IV-E INDICATOR ON PROVISIONAL OR PROBATIONARY LICENSES (CHANGE)*

Organizations that have a provisional or probationary license type will have the IV-E indicator set to 'N.' These license types do not currently meet all of Nebraska's defined licensing standards, so the state cannot claim Title IV-E services paid.

## **NARRATIVE**

### ***REQUIRED CONTACT IN HOME OR OUT (CHANGE)***

A change in federal regulations regarding required contact with state wards now requires that the majority of required contacts take place in the child's current residence. To assist with documenting this new requirement, the Required Contact narratives Private Face-to-Face with Child, Face-to-Face with Parent and Face-to-Face with Provider will now be broken down into two separate Items indicating whether the contact took place in the home or not. These narratives will also be included in the CWIS Supervisory Review report. The new Items will be:

- ✓ Private Visit with Child in Residence
- ✓ Private Visit with Child Non-Residence
- ✓ Visit with Parent in Residence
- ✓ Visit with Parent Non-Residence
- ✓ Visit with Provider in Residence
- ✓ Visit with Provider Non-Residence

## **REPORTS**

### ***SUPERVISORY REVIEW AND WARDS IN CFS PROGRAM CASES (CHANGE)***

The Supervisory Review report and the Wards in CFS Program Cases report has moved to the N-FOCUS Production Reports InfoView website.

## **STATE WARD TRUST FUND ACCOUNTS**

### ***ACCOUNT STATUS SUSPENDED FOR NON-WARD (CHANGE)***

A ward's account status will now automatically be set to Suspended when the legal status changes to non-ward.

### ***ASSIGNMENT LISTED ON DETAIL TRUST ACCOUNT WINDOW (NEW)***

The Office assignment will now display on the Detail Trust Fund Account window.

### ***HELD STATUS (CHANGE)***

Updates to accounts in Held status will now be allowed. This affects Financial staff in Central Office only.

### ***NARRATIVE (NEW)***

The ability to record narrative has been added to the Detail Request and Detail Account windows.

### ***WINDOW FLOWS (NEW)***

You will now be able to navigate from the List and Detail Trust Account windows to the List or Detail Request windows using the Trust Fund Request icon.



You will also be able to navigate from the Detail Program Case window to the List or Detail Request windows and the List or Detail Trust Account windows.



## TRIBAL INFORMATION

### ***REDUCED LIST OF TRIBAL NAMES (CHANGE)***

In the Tribal information area off the Person Detail window, there was previously a list of 450+ tribal names. A recent query indicated that only about 80 of those names were actually being used. The list of tribal names has now been reduced to those currently in use. Some of the official names of the tribes have been updated along with addresses and telephone numbers.

Nothing has changed in regard to notifying the tribes about state wards who have been identified as Native American. However, you do need to be aware of a couple of issues regarding the changes to the tribal list:

- Because of technical issues involved with deleting some names, several tribal names will now appear on the list more than once. EX: Ponca Tribe of Nebraska appears three times, the Ho-Chunk Nation of Wisconsin appears twice. If the tribal name appears more than once, it does not matter which one is selected.
- If you have a child who is affiliated to a tribe that is not on the current list, please contact Joe Skorupa (402)471-7987, Sherri Eveleth (402)370-4216, or N-FOCUS Production Support (402)471-9698 or 888-281-6629 and we will see to it that the name is added to N-FOCUS in a short period of time.

## **EXPERT SYSTEM**

### **BUDGETING**

#### ***CHANGE FROM OMB TO QMB NOT ALLOWED FOR A RETRO MONTH (CHANGE)***

If a person was previously approved for Medicaid on an AABD/OMB budget, N-FOCUS will no longer allow you to recalculate the budget and put the person on a QMB only budget. It is not correct policy to change someone who received full Medicaid benefits for a month to only receive partial benefits.

#### ***CSE SANCTION FOR TWO OR MORE PERSONS IN ADC (FIX)***

The CSE 25% reduction in an ADC case will only be applied once if there are two or more persons in the case with a CSE sanction. The sanction will still be listed under each person in the Sanction task.

#### ***FSP TBR WARNING MESSAGE (NEW)***

A warning message will appear when TBR is selected and there is a Financially Responsible person in the FSP case or if there is a person in the FSP case that is sanctioned for ADC. The message will advise you to check that TBR is the appropriate reporting category.

#### ***OVERRIDE PA GRANT IN FAILED FSP BUDGET (NEW)***

You will now be able to override the amount of the PA grant on a failed FSP budget if necessary.

#### ***OVERRIDE REASON ADDED (NEW)***

The budget override reason of "Resource Spenddown" has been added for use as appropriate.

## CASE MAINTENANCE

### ***CLOSING A PERSON REQUIRES A NEW BUDGET (TIP)***

When a person is closed out of a program case, such as Medicaid, and there are still active persons in the case, a new budget is required. The new budget will continue eligibility for the remaining people and end eligibility for the person closed. In most cases, a message is received explaining the action that is required.

The following participants will be placed in this status as a result of this action:

Last Name	First Name	Date of Birth	PgmType	Role	Status	Begin Date
BLESSINGS	BIANCA	04-24-2002	MEDICAID	Participant	Denied	11-01-2007

The following budget(s) of this program case is (are) being deleted or end dated. You must re-run Configuration and Budgeting up to and including 11-2007.

CaseName	PgmType	Category	Auth Amt	Budget Ty...	Begin Date	End Date	Create Date
BLESSINGS,...	MEDICAID	MAC	0.00	Regular	11-01-2007		09-24-2007
BLESSINGS,...	MEDICAID	ADC/TMA	0.00	Regular	11-01-2007		09-24-2007

OK Cancel Help

### ***CLOSING UNBORN FROM MED CASE DUE TO DEATH (FIX)***

A problem was encountered when an unborn was closed out of a Medicaid case with the reason of "death." With the new functionality of adding the date of death at the time of closing, the date of death was passing over to MMIS. This created a problem for coverage of the two-month post partum period. This has been corrected and you will no longer be forced to enter a date of death when closing the unborn from the Med case.

### ***EBT WARNING MESSAGE ON REOPEN ACTION (FIX)***

Prior to this release, a problem was discovered in Case Actions when a FSP case was reopened and there was a duplicate FSP case in the same master case. A warning message appeared indicating that the other FSP case should be reopened to avoid a new EBT card from being issued. When you attempted to reopen the other FSP program, the warning message appeared directing you to open the first FSP case. This problem has been fixed and the warning message will direct you to the correct FSP case.

### ***EF CASE CLOSURE REASONS (NEW)***

The following new EF case closure reasons will be added:

- In Another Case
- Client Request
- Application Withdrawn
- Eligibility Period Ended
- Non-Coop with EF
- Services No Longer Required

### ***EF EXEMPT STATUS REASONS (NEW)***

Two new Exempt status reasons have been added for EF cases:

- Waived ADC (use when ADC grant is overridden to zero)
- No Payment (use when ADC grant is \$10 or less)

### ***FSP FAILURE TO COMPLY WHEN CLOSING ADC OR AABD (NEW)***

When an ADC or AABD person (or case) is closed with the reason of Sanction and an active FSP case exists, a message will ask if you want to add a Failure to Comply (FTC) sanction. If you select "Yes," the FTC will be added to the Sanction task. If you select "No," the FTC sanction will not be imposed.

### ***FSP REINSTATEMENT ACTIONS (CHANGE)***

The FSP Reinstatement yes/no radio buttons in Case Actions will only be enabled when the FSP case meets Reinstatement requirements.

### ***FSP WORK REQUIREMENT CLOSING REASON (NEW)***

A new FSP work requirement closing sanction reason of "Employment First Noncompliance" will be added to comply with new policy.

### ***MEDICAID CASE CLOSURE REASONS (NEW)***

You will now be able to close a Medicaid case with the closing reasons of Employment First Sanction 1, 2 or 3.

### ***REOPEN EF CASE IN INELIGIBLE STATUS (FIX)***

A problem was discovered in which EF cases that were closed after MED cut off for the following month were set to ineligible and could not be reopened. You will now be able to reopen these cases if needed.

### ***UPDATE EF CASE STATUS IN A PAST MONTH (CHANGE)***

You may now retroactively update an EF case status from sanctioned or transitional even if federal reports had run.

## MEDICAL IMPAIRMENT

### ***SRT EMERGENCY MEDICAL FOR ALIENS (NEW)***

A new medical impairment type of "SRT Emergency Medical for Aliens" has been added to the Medical Impairment task. This data must be entered for all undocumented aliens who have been approved by the State Review Team under the emergency medical need regulations. The entry of this data will allow N-FOCUS to pass an 'H' Special Program Indicator (SPI) code to MMIS.

When the State Review Team has approved the Emergency Medical, you will enter the Medical Impairment status of SRT Emergency Medical for Aliens.

Enter the appropriate details from the DM-5R.

Person:			Medical Impairment:	Fund Code:
DUCK	ALAN	11-15-1934	ADC Incapacity	<input type="radio"/> Federal/State Match
DUCK	JACKIE	12-12-1935	Government Retirement/Disability	<input type="radio"/> State Funds Only
MOUSE	MARGUA...	12-12-1943	Railroad Retirement Disabled	
POPPINS	MARY M...	01-19-1972	SRT Blind	SRT Review Date:
			SRT Disabled	<input type="text"/>
			SRT Emergency Medical for Aliens	Begin Date:
			SSA-SSI Blind	07-01-2007
			SSA-SSI Disabled	End Date:
			Vetrans Admin-Aid and Attendance	07-30-2007
			Veterans Administration-Disabled	Verification Source:
				SRT Form DM-5R

Next OK Cancel Help

NOTE: The Immigration task status of Emergency Medical has been removed as it is now entered in the Medical Impairment task.

## MEDICARE

### ***RAILROAD RETIREMENT MEDICARE CLAIM NUMBERS (TIP)***

The Railroad Retirement Claim numbers displayed on the Bendex (BDE) and Center for Medicare/Medicaid Services (CMS) interfaces are not true claim numbers. The BDE and CMS interfaces convert the claim number for their files and don't use the same conversion method. The true claim number from the client's Medicare card must be entered in the Medicare task on N-FOCUS. This number passes to the MMIS (c1) system and is used for claims.

## MESA

### ***LICENSED CENTER FOR DEVELOPMENTALLY DISABLED (CHANGE)***

The standard for a Licensed Center for Developmentally Disabled has changed from \$600 to \$623. This change will be reflected in August 2007 budgets. A MESA run will be implemented to automatically run the affected budgets. More information will follow.

## NOTICES

### ***ARCHIVED AFTER ONE YEAR (CHANGE)***

Expert System notices will be archived after one year. Archived notices will only be available through a request to Production Support.



***FSP CONVICTED DRUG FELON (FIX)***

Prior to this release, if a person was denied for the Food Stamp program due to being a convicted drug felon, and he/she was previously denied for the same reason, the system-generated reason was not displaying on the notice. This has been corrected.

**SELF-EMPLOYMENT**

***LAST MONTH OF COUNTABLE INCOME REMOVED (CHANGE)***

The 'Last month in which income is countable' field on the Self-Employment tax return window is now disabled when adding a new tax return. This field is only used when closing the tax return.

***SCHEDULE E/FORM 4835 WORDING (CHANGE)***

The wording at the top of the Schedule E/Form 4835 window has been changed to advise that Corporation and Partnership income should be entered in the 'Other Income task' after the net income is received from Central Office. The reason it should be entered in 'Other income' is the amounts to be used in PA cases may be different from the amount used in FSP cases.

**UTILITIES**

***EF CASES CAUSING MANDATORY CONFIGURATION AND BUDGETING (FIX)***

A problem was discovered in which the EF case was included in the budget check when determining if Configuration/Budgeting could be removed for a benefit month. This has been fixed and will no longer prevent the removal of Configuration/Budgeting in the Utilities task.